

**WORKERS' COMPENSATION COMMISSION**  
**Summer Worker**

The Workers' Compensation Commission is presently recruiting for eight (8) summer worker positions in the WCC District Offices. Hours of work are Monday through Friday; 7:45 a.m. to 4:30 p.m. with a 45 minute lunch period. The positions will be general clerical summer workers at \$10.10 per hour. The duration is from May 16, 2014 – September 4, 2014. The summer workers will assist the district offices with the agency-wide archiving project. Duties will involve data entry into the Workers' Compensation System of files to be archived, as well as physically packing the files into boxes to be sent to the archiving company. Summer workers may also assist with basic clerical work such as answering phones and filing, but the primary function will be performing the electronic and physical archiving project. Keyboarding skills and the physical strength and stamina to place files into boxes are required. There are no other specific skills necessary. The locations are as follows:

First District Office  
999Asylum Avenue  
Hartford, CT 06105

Fifth District Office  
55 West Main Street  
Waterbury, CT 06702

Second District Office  
55 Main Street  
Norwich, CT 06360

Sixth District Office  
233 Main Street  
New Britain, CT 06051

Third District Office  
700 State Street  
New Haven, CT 06511-6500

Seventh District Office  
111 High Ridge Road  
Stamford, CT 06905

Fourth District Office  
350 Fairfield Avenue  
Bridgeport, CT 06604

Eighth District Office  
90 Court Street  
Middletown, CT 06457

If you are interested in these positions, please e-mail an application form CT-HR12 (available on the DAS website at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) ) by **May 16, 2014** to:

**Sandra Cunningham**  
**Workers' Compensation Commission**  
**21 Oak Street**  
**Hartford, CT 06106-8011**  
**[Sandra.cunningham@ct.gov](mailto:Sandra.cunningham@ct.gov)**

**If you do not have access to email, please send the application to the mailing address above.**

FILLING OF THESE POSITIONS IS SUBJECT TO RE-EMPLOYMENT, SEBAC AND STATE OF CONNECTICUT MERIT SYSTEM RULES AND REGULATIONS.

**The Workers' Compensation Commission is strongly committed to Affirmative Action. All protected classes including minorities, older workers, physically disabled and women are encouraged to apply.**

Posting Date: May 5, 2014